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(Minutes of OCh/G Staff Meeting, 4 January 1954)

25X1A9A PRESENT: [REDACTED]

1. The representative of the Inspector General's office is continuing interviews in D/GG. As far as is known, he has completed his survey of the other divisions. He is scheduled to visit OCh/G beginning Thursday 7 January. It was indicated that he has raised some question concerning the propriety of or necessity for a formal Project Review Committee within the Geographic Area.

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3. Copies of instructions for the preparation of "Four Point Evaluation Letters" have been distributed to Division Chiefs. It was understood that these letters are to be used in those instances where it is necessary to dispense with the services of an employee, and it is hoped that the Geographic Area will have little occasion to use them.

25X1A9A 4. The announcement and prospectus on "Management Course A" was distributed and examined. [REDACTED] indicated that he was interested in having as many persons as possible within the Geographic Area take this course, provided it proves to be of real practical value, and that the individuals enrolled are in positions that involve managerial responsibility. Four individuals from the Geographic Area have been nominated to attend the first offering of the course, and it is anticipated that at least one of these individuals will be approved for attendance.

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